

Metropolitan Local Human Rights Committee

Virginia Home for Boys and Girls

8716 W. Broad St.

Richmond, Va. 23294

Bi-Monthly Meeting

May 14, 2013

Minutes

Group A

1. Meeting was called to order by Barry Vassar, Chair at 1:11 PM
2. **Introductions** – LHRC members, providers and OHR Advocate introduced themselves

LHRC Member Present:	LHRC Members Absent:	None
Barry Vassar, Chair		
Edward Gerhard, Vice-Chair		
Monique Tinsley, Secretary		
Brittany Chadwick, Member		

Providers Absent:	Others Present:
Each One Counts Youth & Family Services	Michael Curseen, Regional Advocate
J and G House of Beginnings	Tammy Davis, Independent Family Svs.
3. **Approval of Minutes for March 12, 2013** – Brittany Chadwick made motion to approve/Monique 2nd. Passed
4. **Public Comments** – Monique Tinsley informed providers about 5k run on May 25th and provided handouts.
5. **Provider Treasurer's Report** – Tonya Blaine reported the balance on hand is and \$500.00 donation to the Virginia Home for Boys and Girls check has been signed and will be provided to them this week. Tonya advised annual dues for new providers is \$200.00. She also requested new providers see her after the meeting to obtain information.

Old Business:

- A. **LHRC Follow-up RE: Jackson-Feild Homes:** 1) Presentation of Program Level System and Behavioral Support Plan; 2) Participant and Family Handbook – Ms. Debbie Mehl, Program Director
- B. **LHRC Follow-up RE: REM Virginia – (Sponsored Residential Services) RE: 1)** Review of Monthly Home Visitation Report; **2)** Review of standing report at each Group B meeting to provide information on REM properties added and discontinued. – The Committee deferred these items to the July 9, 2013 Group B meeting.
- C. **LHRC Follow-up RE: Family Services of Virginia RE:** Review of Behavioral Intervention Model selected. The Committee deferred this item to the July 9, 2013 Group B meeting.

- D. **LHRC Follow-up RE: Virginia Home for Boys and Girls RE:** Review of Corrections to human rights policies and procedures for Outpatient Services. The Committee deferred this item to the July 9, 2013 Group B meeting.

New Business:

- I. **Request for Affiliation (NEW) RE: Independent Family Services, LLC for the Provision of Residential Group Home Services in Petersburg, VA. – Ms. Tammy Davis, Executive Director** – A series of questions were asked with regard to behavior management, client referrals and qualifications of staff. Tammy Davis stated they will use TOVA, staff is required to have 1-year experience working with individuals with disabilities, and referrals will come from CSB and Southside training center. She indicated she has over 10 years working with these clients and has a strong passion for this work. They will serve 18 years and older with a ration of 4-1 unless 1-1 is required. The physical location is 1953 Coggin St. Petersburg VA 23805.

Brittany Chadwick made motion to approve this affiliation request. Motion was seconded by Monique Tinsley and approved.

Ms. Chadwick also made a motion that this provider's House Rules be submitted to Mr. Curseen's office by May 29, 2013 and the provider's Human Rights Policies and Procedures are submitted for review at the September 10, 2013 Group A LHRC meeting. Motions were seconded and approved.

- II. **Metropolitan LHRC Revised Meeting Dates and Reporting Requirements (4/16/13)** were reviewed by Barry Vasser, Chair
- III. **LHRC Provider Attendance Requirement:** was reviewed by Barry Vasser, Chair. Mr. Vasser also reminded providers that no report is due on 9/10/13. Mr. Curseen also shared that although group A providers are not scheduled to meeting on 7/9/13, they must still submit a quarterly report for the 2nd quarter no later than 6/25/13.
- IV. **LHRC Requests for Review of Documentation:** Barry Vasser, Chair reviewed expectations for attendance and also advised that any additional requests for information by the LHRC must be received within 10 days.
- V. **Quarterly Report for Period January 1, 2013 – March 31, 2013 (1st Quarter)**

GROUP A

1. A Fresh Approach Youth Services - (L, C)
2. All Family Matters, Inc.
3. Committed Counseling Program
4. Commonwealth Clinical and Consulting Services- (M)
5. District 19 CSB
6. Each One Counts Youth and Family Services- (M)
7. Families In Care Intervention Services
8. Family AriZen- (C)
9. Independent Capacity Systems
10. Innovative Family Services - (M)
11. J & G House of Beginnings, LLC- (M)
12. Moore Cole Group Home

13. River Services
14. Virginia Family Services- **(C)**

GROUP B

15. Breaking Barriers in Schools & Communities- **(C)**
16. Family Services, Inc. - **(M)**
17. Jackson-Feild
18. M.I.N.K.S. Youth & Family Services
19. Omega II Therapeutic Afterschool, Inc. - **(M)**
20. Restoring Youth Alternatives- **(M)**
21. REM Virginia (Sponsored Residential) - **(C)**
22. Saving Lost Souls, Inc. - **(L)**
23. Stepping Stones Towards the Future, LLC - **(M)**
24. The Center for Counseling and Community Affairs
25. The Choice Group
26. Virginia Home for Boys and Girls Intensive In-Home
27. Wise Enterprises – **(C)**
28. Youth Builders, LLC

L = Citation recommended for Late report; M = Citation recommended for Missing Report
C = Requested Corrections to be submitted by 5/29

Ms. Tinsley made a motion that all providers that did not turn in reports receive a citation as such. Brittney Chadwick 2nd the motion. Motion approved.

Ms. Chadwick made a motion for all providers who turned in reports late receive a citation as such. Ms. Tinsley 2nd the motion.

Tonya Blaine expressed concern on behalf of A Fresh Approach over the 1st offense citation. In the 3 years of operation of the MHLRC, Ms. Blaine shared that there have been no late reports and no absences for A Fresh Approach. Ms. Blaine stated that there are noted times when citations were not issued and felt based on her circumstances of being ill on the meeting date, that there should be a review. Mr. Curseen explained that the Committee had previously decided against reviewing provider excuses for failure to attend and/or to submit requested documentation as the committee felt it could not objectively determine what circumstances should be allowed and what should not. Mr. Curseen also stated that licensing specialists will allow a provider to challenge and provide additional information before acting on a recommendation for a citation.

Ms. Tinsley made motion to recommend citations for all providers that were absent and Ms. Chadwick 2nd. The motion was approved.

VI. Human Rights Report: Mr. Curseen reviewed the following information with providers and LHRC members:

1. Changes to Mental Health Support Services – Frequently Asked Questions
2. CHRIS Documentation Update
3. DBHDS - Office of Human Rights General Stakeholder Survey – Mr. Curseen requested that providers please complete the survey and informed providers that it is available online. Mr. Curseen also made copies of the survey which are available today. Providers are strongly encouraged to provide feedback about the complaint resolution process. The survey can be faxed or mailed to Mr. Curseen.

- VII. Secretary's Report:**-Monique Tinsley gave attendance report for this meeting and reviewed the attendance sign-in list. Monique Tinsley made motion to recommend citations for the following providers for failing to attend the May 14, 2013 LHRC meeting:
1. Each One Counts Youth and Family Services
 2. J and G House of Beginnings

VIII. Next Meeting: July 9, 2013 (Group B)

A question was asked by River Services with regards to the citation for failure to submit the quarterly report. According to River Services, the report was sent. Mr. Curseen suggested presenting a confirmation receipt to the LHRC and reminded River Services that all reports are to be e-mailed to Reginald Goodwin.

- IX. Adjournment** – Ms. Tinsley motioned to adjourn the meeting and Ms. Chadwick 2nd. Motion was approved. Mr. Vassar adjourned the meeting at 2:35 P. M.